

**MINUTES**  
**REGULAR MEETING**  
**CHARLOTTE HARBOR**  
**COMMUNITY REDEVELOPMENT AGENCY ADVISORY COMMITTEE**  
**Monday, March 7, 2016 – 10:30 a.m.**

County Administration Building – Room 119, 18500 Murdock Circle, Port Charlotte, FL 33948

**Members Present**

James Herston, *Chairman*  
Garland Wilson, *Vice Chair*  
Charlotte Ventola, *Secretary*  
Denise Garbacz  
Vanessa Oliver  
Delmar Wooden

**Staff Present**

Commissioner Ken Doherty  
Debrah Forester, *Redevelopment Manager*  
Matt Trepal, *Community Development*  
Kathy M. Knee, *Recorder*

**Members Absent**

Michael Haymans

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**I. Call to Order**

Chairman Herston called the March 7, 2016 meeting of the Charlotte Harbor Community Redevelopment Agency Advisory Committee to order at 10:36 a.m. in Room 119 of the Charlotte County Administration Building.

**II. Pledge of Allegiance**

Chairman Herston led the members and the audience in reciting the Pledge of Allegiance.

**III. Roll Call/Determination of Quorum**

Roll call was taken by Charlotte Ventola. A quorum was present.

**IV. Additions/Deletions to Agenda – None.**

**V. Approval of Minutes**

***A Motion was presented by Charlotte Ventola, seconded by Denise Garbacz and unanimously approved to accept the Minutes of the February 1, 2016 Regular Meeting of the Charlotte Harbor Community Redevelopment Agency Advisory Committee with corrections to Page 2: at line 5 change he to his; at Harbor Walk Update, line 5 change light poles to light fixtures.***

Charlotte Ventola noted she needs to leave the meeting at 11:30 a.m.

**VI. Public Comments - None.**

**VII. Development Review Report**

Jim Herston noted there were mostly sign changes, nothing major.

Kings Park Professional Plaza Development Review – Debrah Forester noted Kings Park's proposal was included in the meeting packet. Ms. Forester introduced John Swen, Charlotte Engineering, who was representing the developer, and available for questions. Mr. Swen noted the ±8000 sf professional building which will be located on the west side of Kings Highway, north of Harborview Road, will have a metal roof, a veranda, period correct windows, tapered Craftsman styled columns with stone wrapped column tiers, door and window banding, lap siding and a beadboard style veranda ceiling. A brief discussion followed regarding location, the siding on the building, parking and stormwater management. ***A Motion was presented by Garland Wilson, seconded by Denise Garbacz and unanimously approved to recommend approval to the BCC of the drawings as presented.***

**VIII. Old Business**

Harbor Walk Update – Debrah Forester invited Peter VanBuskirk, Kimley Horn, to give an overview of the Harbor Walk project. Mr. VanBuskirk advised Phase IB 100% construction plans have been approved by FDOT. Permitting is being reviewed by SWFWMD and ACOE. ACOE will coordinate

the reviews received from other agencies. National Marine Fishery Services (NMFS) is currently reviewing and expect to have their comments completed in the next few weeks. Recommendations from ACOE are expected within 6-8 weeks, however ACOE doesn't adhere to any timelines. Although they are separate permits, SWFWMD will not approve until ACOE approves. Bid packages will be prepared for Purchasing once permits are received. Precast concrete will be used in this project with wood composite railings. The cable rail will be put in as an alternate but it is quite expensive. September of this year is targeted for the bidding process. Phase 1A is moving toward completion.

Debrah Forester noted that to improve access to the park once completed, staff has requested that FDOT consider reducing the speed limit on US41 from 45 mph to 35 mph from Punta Gorda to Kings Highway. Public Works will also request a sign with a flashing light be posted on the bridge to notifying drivers of the hidden driveway that provides access to the park. FDOT will need to do a study to determine if the speed limit reduction is warranted. A lower speed limit should help with directing traffic.

Land Development Regulations Review – Matt Trepal noted the new documentation was included in the meeting packet and he will be working off the strike through copy during today's presentation. Mr. Trepal began his review.

- Waterfront Property - Charlotte Harbor CRA provisions will overrule those in place for the Waterfront Overlay District.
- Reviewed the maps showing proposed zoning change with some discussion. Rezoning to mixed use gives a property owner more rights and zoning will conform with the adopted Comprehensive Land Use categories.
- Use Table had some areas that needed to be discussed to clarify. The Table should reflect the Committee's choices and the language will be reviewed to be certain it conforms. Jim Herston suggested this item be tabled until Mike Haymans is present. Charlotte Ventola agreed that Mike Hayman's input is important. Charlotte Ventola left the meeting at 11:32 a.m.

Matt Trepal mentioned that the County has proposed changes to billboard signage. Shaun Cullinan mentioned the County is talking about reducing the amount of additional signage. Vanessa Oliver suggested that language (such as: In the event of a conflict, the more restrictive code would govern.) be included to avoid conflict problems in the future. Mr. Cullinan noted this language may already be in the documentation; staff will check.

Matt Trepal advised that during last month's conversation he stated additional signage could not exceed 32 square feet, which was a misstatement of his part. The draft Code is written based on the linear footage of property. As an example, if you are allowed 350 sf of signage and you use 100 sf for your freestanding sign and another 100 sf is used for your building sign, this would leave 150 sf for "additional" signage but no individual piece of "additional" signage can be bigger than 32 square feet. As an example, a business could have multiple additional signage to reach the remaining 150 sf allowed. Therefore, the Committee may want to lower the cap on total signage allowed in Charlotte Harbor and/or cap the amount of "additional" signage.

Vanessa Oliver suggested the Committee set a bucket cap for additional signage. Jim Herston suggested a cap of 32 sf for additional signage.

Matt Trepal confirmed with the Committee that Single Family housing is not allowed on US41; he will correct the Use Table.

With regard to Signage Landscaping, Matt Trepal noted that during his research no one really seems to use sign landscaping standards so he did not come up with language. Sometimes the landscaping can impede the signage. Jim Herston will talk to landscape professionals and report on this item next month.

Debrah Forester noted that staff will take one more look at the Code, looking for inconsistencies. An updated version will be distributed for next month's meeting.

**IX. New Business – None.**

**X. Correspondence/Communications**

The following items were included in the meeting packet:

- Minutes from Punta Gorda CRA meeting of February 3, 2016
- Code of Ethics for Public Officers & Employees Brochure. A Government in the Sunshine video was to be shown but buffering caused a problem so the video was stopped.

**XI. Public Comments – Mrs. Wooden mentioned a Letter to the Editor which appeared in today's Sun newspaper regarding loitering and drinking or doing drugs in the park. Mrs. Wooden asked if a grant could be found to clean up the vacant property where people seem to be living. When other properties were cleaned up camping on those properties stopped.**

**XII. Staff Comments – Debrah Forester noted she brought the Chair a copy of the final plans and the cost estimates for the Parmely Street project. Johnson Engineering has all the design done. 100% plans just waiting for funding. This project is included in the Tier 2 Sales Tax Project list. Ms. Forester also wanted to follow up on the Peace River Wildlife Center letter of support, which was approved last month, asking the Chair if he signed the copy that was emailed to him. Mr. Herston mentioned he was having computer problems but would get a copy from staff and sign it.**

**XIII. Attorney Comments – None.**

**XIV. Member Comments**

- Delmar Wooden mentioned that the Parmely Street project would be a good tie in to the Wildlife Center and the additional traffic. It might be a good emphasis for getting the funding on an expedited basis.
- Denise Garbacz – Recommended touching base with John Elias who is working on the landscaping for US41 so everyone is on the same page.
- Vanessa Oliver thanked Matt Trepal and Debrah Forester for their work on the LDRs.
- Garland Wilson asked if staff learned why the light pole fixtures went from matte to gloss. Ms. Forester was advised that it was just the wear and age of fixtures that make it look different.
- Jim Herston stated that Herston Engineering has donated services to help Peace River Wildlife and is working with the YMCA on an easement through its property. Delmar Wooden asked about County's due diligence. Mr. Herston isn't aware of the County doing due diligence but was told the house is being demolished. Mr. Herston thought the County was waiting on the site plan, which he is working on with the Wildlife Center.

**XV. Next Meeting Date**

The next regular meeting of the Charlotte Harbor Community Redevelopment Agency Advisory Committee will be held on **Monday, April 11, 2016 at 10:30 a.m., in Room 119 of the Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, FL.**

**XVI. Adjournment - There being no further business, the meeting **ADJOURNED** at 12:15 p.m.**

Respectfully submitted,

  
Charlotte Ventola, Secretary

Approved: 

/kmk